

BOARD MEETING DATE: May 3, 2013

AGENDA NO. 8

**PROPOSAL:** Execute Contract for Landscape Maintenance at Diamond Bar Headquarters

**SYNOPSIS:** The current contract for landscape maintenance at Diamond Bar headquarters expires June 30, 2013. On January 4, 2013, the Board approved release of an RFP to solicit proposals from firms interested in providing this service for the next three-year period. This action is to execute a contract with Tropical Plaza Nursery, Inc., through June 30, 2016, for a three-year amount not to exceed \$158,529. Funding for this contract has been included in the FY 2013-14 Budget and will be requested in successive fiscal years.

**COMMITTEE:** Administrative, April 12, 2013, Recommended for Approval

**RECOMMENDED ACTION:**

Authorize the Chairman to execute a three-year contract with Tropical Plaza Nursery, Inc., for an amount not to exceed \$158,529.

Barry R. Wallerstein, D.Env.  
Executive Officer

WJ:BJ

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**Background**

AQMD contracts with a landscape maintenance firm to provide routine landscape maintenance and tree trimming services at the Diamond Bar headquarters. The current contract expires June 30, 2013. On January 4, 2013, the Board approved release of RFP #2013-16 to solicit proposals from landscape maintenance firms interested in providing these services for the next three-year period.

Those responding to the RFP were asked to bid on both landscape maintenance and tree-trimming services. In addition to these routine services, SCAQMD typically has unanticipated landscape-related repairs and replacements that, based on past experience, cost approximately 25% of the routine maintenance cost.

These unanticipated costs result from such things as weather-related damage to plants and landscaped areas, loss of existing plantings, and sprinkler equipment repairs and replacements. Since it is difficult to project what these non-routine costs might be, the contract amount includes the three-year cost as submitted by the contractor for routine landscape maintenance and tree-trimming services, plus an additional \$19,233, as a contingency to cover unanticipated landscape-related repairs and replacements.

### **Outreach**

In accordance with SCAQMD's Procurement Policy and Procedure, a public notice advertising the RFP and inviting bids was published in the Los Angeles Times, the Orange County Register, the San Bernardino Sun, and Riverside County Press Enterprise newspapers to leverage the most cost-effective method of outreach to the South Coast Basin.

Additionally, potential bidders may have been notified utilizing SCAQMD's own electronic listing of certified minority vendors. Notice of the RFP has been e-mailed to the Black and Latino Legislative Caucuses and various minority chambers of commerce and business associations, and placed on the Internet at SCAQMD's website (<http://www.aqmd.gov>). Information was also available on SCAQMD's bidder's 24-hour telephone message line (909) 396-2724.

### **Bid Evaluation**

One hundred six copies of the RFP were mailed out, and 21 vendors attended the mandatory bidders' conference on January 29, 2013. Seven proposals were received when final bidding closed at 2:00 p.m., February 15, 2013, three of which were complete and met RFP requirements.

The evaluation panel included a landscape supervisor from the City of Pomona's Community Services division, a certified arborist consultant, and two SCAQMD employees -- the Building Maintenance Manager and the Building Supervisor. Of these panel members, one is Asian/Pacific Islander and three are Caucasian; four are male.

Evaluation of the three responsive proposals was based on criteria specified in the RFP, which included cost, understanding of requirements, contractor qualifications, and references regarding past work experience. The attached summary lists responsive bidders and their scores. Staff recommends the contract be awarded to Tropical Plaza Nursery, Inc., the firm that submitted the highest-rated bid.

### **Resource Impacts**

Annual costs, including the tree-trimming schedule, are \$50,947 for FY 2013-14, \$50,947 for FY 2014-15, and \$51,519 for FY 2015-16. Funding for this contract has been included in the FY 2013-14 Budget and will be requested in successive fiscal years.

### **Attachment**

Evaluation Summary

## ATTACHMENT

### EVALUATION SUMMARY OF RESPONSIVE PROPOSALS

#### RFP #2013-16 Landscape and Tree Maintenance Services

	<b>Company Name</b>	<b>3-Year Cost</b>	<b>Cost Points</b>	<b>Technical Points</b>	<b>Small Business and/or Local Business Points</b>	<b>Total Points</b>
<b>1</b>	Tropical Plaza Nursery, Inc.	\$158,529	40.4	48.1	15	103.5
<b>2</b>	Mariposa Landscape Care Inc.	\$166,043	39.0	42.5	15	96.5
<b>3</b>	Palo Verde Landscape Management Co	\$140,437	50.0	22.5	15	87.5